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Bruce:

STAT

Acts

EO-DD/S:VRT/ms (7 July 69)

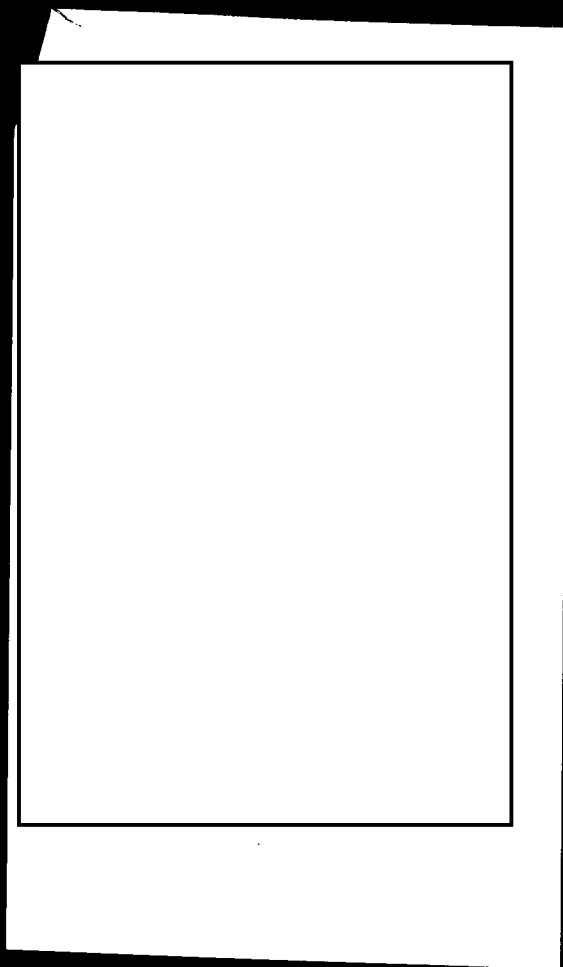
Distribution:

Orig & 1 - Adse, w/official file

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MORI/CDF
Pages 3,
7-8



ADMINISTRATIVE - INTERNAL USE ONLY

3 JUL 1969

MEMORANDUM FOR:

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SUBJECT : Consultative Services--OMS

1. Attached is a proposed Notice on consultative services prepared by OMS. Issuance of this was approved by the Executive Director on 2 July 1969. It is requested that this Notice be issued and circulated prior to 23 July 1969.

2. For the record as to the discussion at which this Notice was considered, the accepted official means at the present time for a supervisor to request a medical look-see at an employee is the fitness for duty process. This becomes formal and official and frequently carries more thrust than the situation requires. In effect we have the absence of an appropriate mechanism for both employees and their supervisors to obtain advice and assistance from the Medical Staff in an informal way. While there is a limited informal system based simply on the relationship of employees to some of the doctors on the Medical Staff this is not sufficient for Agency needs and this broad program is offered. In order to put this program across and derive full benefit from the capabilities of the Medical Staff the following actions will be taken:

a. Issuance of this Notice prior to 23 July.

b. Discussing this service at the Deputies' Meeting on 23 July STAT

c. Briefing the Agency Support Officers at their first meeting after the Notice is issued. Perhaps Dr. Tietjen [] could be present to further brief the group on the purpose and capabilities of the program.

STAT

d. The Director of Personnel to brief the Personnel Officers at the first meeting after the issuance of the Notice. Dr. Tietjen and [] could be present to further brief this group. STAT

3. [] is to take the necessary action as indicated above.

R. L. Bannerman

STAT

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Colonel White

FILE

G + M /

Attached is the draft of a Headquarters Notice offering consultative services by the Office of Medical Services. Dr. Tietjen and staff have labored long and hard on this matter and had to resolve various medical, administrative and ethical problems to put this into effect. At your convenience Dr. Tietjen and I would like to meet with you to explain the operation of this plan.

SIGNED R. L. Bannerman

R. L. Bannerman

25 JUN 1969

DD/S:RLB:ksd (24 June 69)

Distribution:

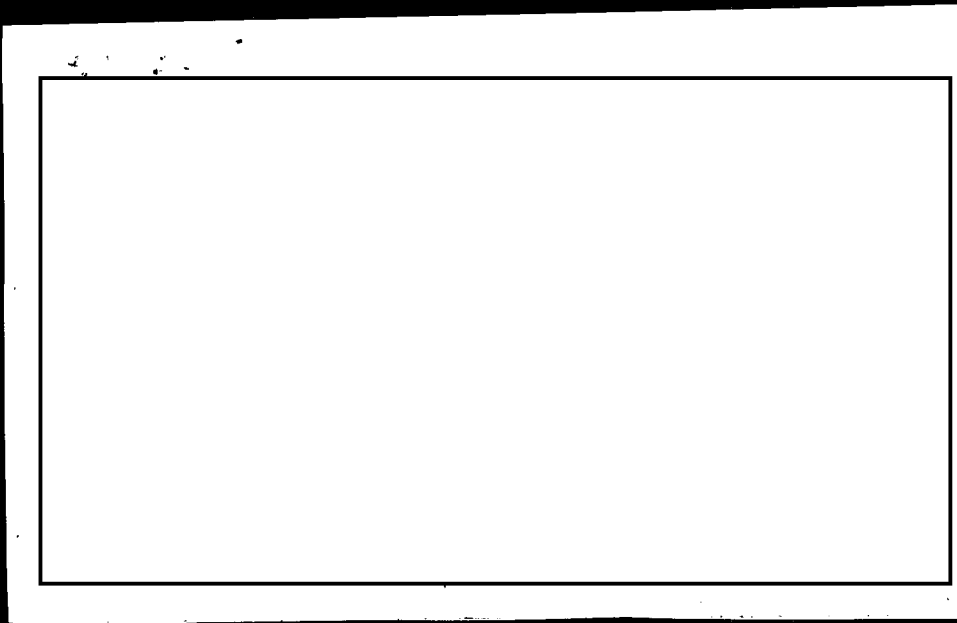
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X - DD/S Subject w/ccy att (DD/S 69-2961)

1 - DD/S Chrono

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DD/S 69-2961: Draft subj: OFFICE OF MEDICAL SERVICES CONSULTATIVE SERVICES



ADMINISTRATIVE - INTERNAL USE ONLY

DRAFT (23 May 69)

STAT

MEDICAL


23 May 1969

OFFICE OF MEDICAL SERVICES

CONSULTATIVE SERVICES

1. To assist Agency personnel in the identification or solution of personal or medical problems, the Office of Medical Services is prepared to expand the consultative services currently available to Agency employees.

2. Consultative services are optional services offered in the same confidential manner but distinct from the traditional services the OMS provides, and consist of professional advice or assistance to an employee -- or to an employee and/or his supervisor, if appropriate. Any employee may by a simple telephone request to the OMS arrange for such advice or assistance. No other formal or written request is required.

3. Consultation of this type may be indicated in view of the employee's health, a problem of family relationship or a family medical problem, significant changes in work attitude or performance or difficulties in job adjustment, or any matter in

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DRAFT

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STAT

MEDICAL

23 May 1969

which the professional competence available in the OMS may be of assistance. This competence includes such specialties as internal medicine, psychiatry, clinical psychology, vocational psychology, and other specialties available through the OMS professional consultant staff. Employees are encouraged to avail themselves of these consultative services. Assistant Registrar, OMS, Room 1D-4019, is prepared to place any employee desiring such assistance in contact with the appropriate OMS professional element.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

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